

Eastern Health

POSITION DESCRIPTION

Position Title:	Project Coordinator, Diversity Equity and Inclusion
Award Classification:	Administrative Officer – HS4
Award / Agreement Name:	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Manager & Administrative Officers)
Position Reports to:	Manager Diversity Equity and Inclusion

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

The Project Coordinator Diversity, Equity and Inclusion coordinates and supports the delivery of activities across the Diversity, Equity and Inclusion (DEI) Program and reports to the Manager Diversity, Equity and Inclusion. The role contributes to Eastern Health's commitment to diversity, equity and inclusion by supporting the implementation of the Eastern Health DEI Framework and associated Action Plans, including priorities relating to gender equity, disability inclusion, LGBTIQ+ inclusion, cultural diversity and other areas aligned with organisational priorities.

The Project Coordinator supports the identification and consideration of the diverse needs of consumers, communities and our workforce through the delivery of culturally safe, responsive and inclusive services and workplace practices. Working collaboratively with stakeholders across Eastern Health, the role supports the integration of diversity, equity and inclusion principles into organisational practices, projects and initiatives. This includes coordinating projects, supporting engagement activities, preparing reports and documentation, analysing feedback and data, monitoring progress against actions, and providing coordination support to DEI governance structures, committees and working groups.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

The Project Coordinator, Diversity, Equity and Inclusion has the following key duties and responsibilities;

- Coordinate the planning, delivery and monitoring of DEI projects, initiatives, campaigns and activities across Eastern Health, ensuring alignment with the DEI Framework and associated Action Plans.
- Support the implementation of DEI priorities, including initiatives relating to gender equity, disability inclusion, LGBTIQ+ inclusion, cultural diversity and other areas aligned with organisational priorities.
- Plan, schedule and coordinate projects within the DEI Program and across the organisation, including monitoring deliverables, maintaining project documentation and supporting effective communication of outcomes.
- Collect, analyse and summarise feedback, insights and quantitative and qualitative data to support monitoring, evaluation and continuous improvement activities.
- Prepare reports, briefings, presentations, submissions and other written materials to support DEI reporting, governance requirements, accreditation activities and organisational decision-making.
- Support the identification, documentation and monitoring of DEI-related risks, opportunities and improvement actions.
- Undertake research, environmental scans and information gathering to support evidence-based DEI initiatives and organisational improvement.
- Provide support for accreditation activities and evidence requirements relevant to diversity, equity and inclusion, including preparation of documentation and coordination of inputs from relevant stakeholders.
- Build and maintain effective working relationships with employees, consumers, communities, volunteers and stakeholders across Eastern Health to support collaboration and engagement.
- Provide coordination and administrative support to DEI governance structures, committees, working groups and steering groups, including preparation of meeting materials, coordination of actions and monitoring of progress against agreed priorities.
- Other duties as directed from time to time.

3. SAFE PRACTICE AND ENVIRONMENT

Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity. More information [here](#).

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensation (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, a problem solving approach and to be competency based.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centered care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour, and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a

mandatory requirement of this role and employment is conditional on this being up to date prior to employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Demonstrated understanding of, and sensitivity to, the needs of culturally diverse communities, economically diverse communities, people with disability, LGBTQIA+ communities and other priority communities relevant to Eastern Health.
- Experience supporting initiatives that improve access, inclusion and equity for people from diverse and/or marginalised, backgrounds.
- Demonstrated knowledge of diversity, equity and inclusion principles, legislation, standards, policies and regulatory requirements.
- Demonstrated experience coordinating projects, initiatives or improvement activities, including planning, monitoring progress, managing competing priorities and delivering outcomes within agreed timeframes.
- Highly developed written, verbal communication and interpersonal skills, including the ability to prepare reports, briefings, presentations and other written materials.
- Demonstrated ability to analyse information, synthesise data and prepare reports or insights to support decision-making and continuous improvement.
- Self-motivated and able to work under pressure both independently and as part of a team
- Consultative and collaborative approach to working with others, working as an effective team member to deliver organisational outcomes
- Ability to provide coordination support to committees, working groups and governance structures.
- Ability to travel to other Eastern Health sites as required

Desirable

- Demonstrated understanding of the challenges, opportunities and best-practice approaches to equity and inclusion in health service delivery
- Tertiary qualification in a relevant discipline such as diversity, equity and inclusion, health, community services, social sciences, human rights, humanities or a related field.
- Experience working in public health or a complex organisation
- Experience supporting accreditation activities, quality improvement initiatives or organisational change programs.

Equitable, Accessible and Inclusive Recruitment

Eastern Health is committed to ensuring an equitable, accessible and inclusive recruitment process for all candidates. If you require adjustments at any stage of the recruitment process, we encourage you to let us know so we can provide appropriate support.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways. Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au